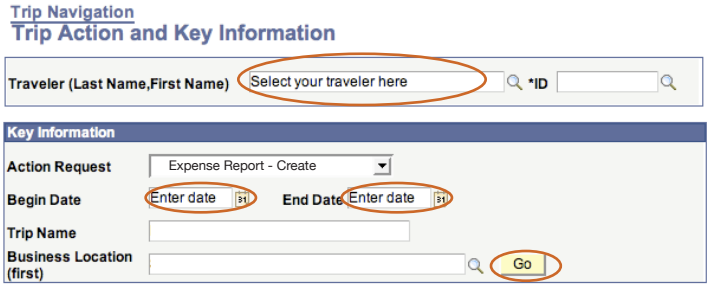
Creating an Expense Report BASED ON an Authorization

When Does This Apply?

- For DOMESTIC travel, create an Expense Report (ER) when your division requires travel authorization for domestic trips.
- Always for FOREIGN trips.

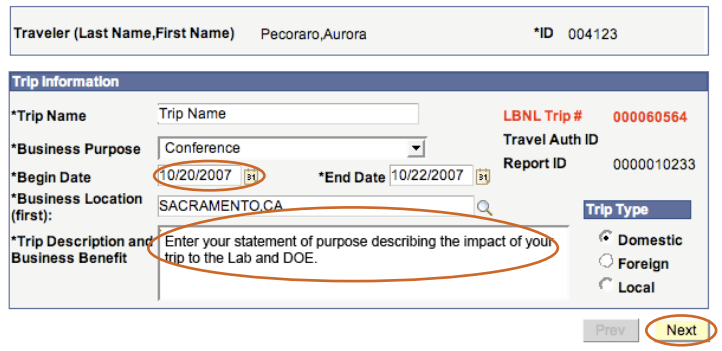
Create an Expense Report based on an Authorization

1. Click on *Berkeley Lab Travel Expenses.*
2. Click on *Manage Trips*.
3. Select *Expense Report—Create* to display the screen below.
4. In the screen, enter or select the traveler's name.
5. Enter or select exact trip dates or a range of dates.
6. Click on the *Go* button to display a list of existing Authorizations set up in TREX for the traveler.

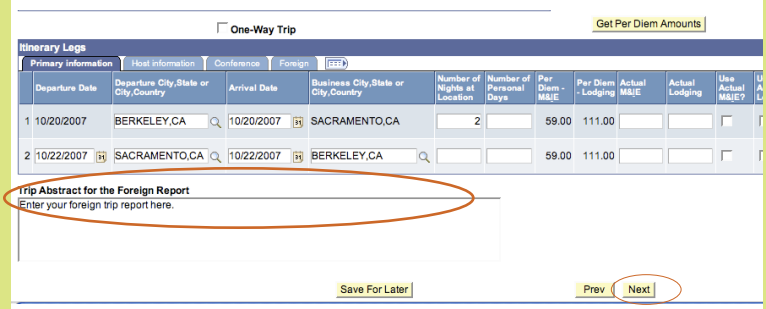


7. Select the desired Travel Authorization.

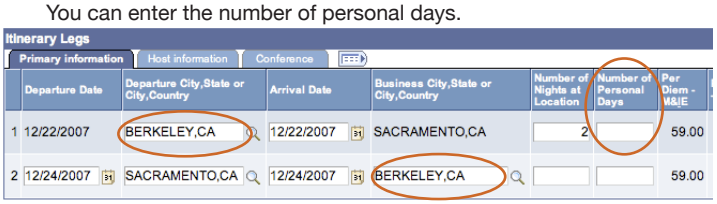
8. TREX loads info contained in the Authorization record. Most data can be modified on the Expense Report. Click on *Next*.



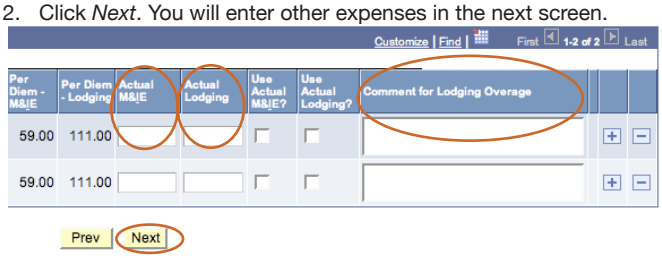
9. Enter the trip report abstract for foreign trips, then click *Next.*



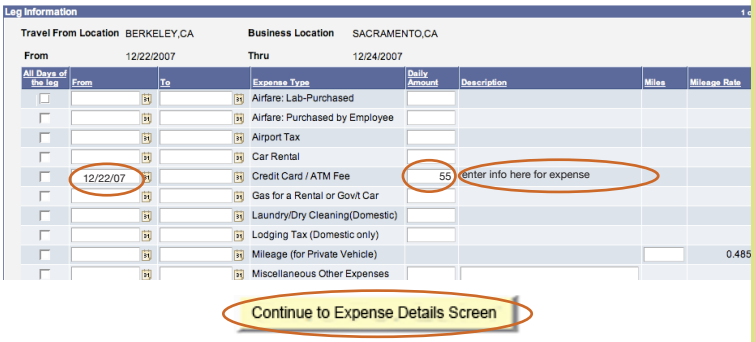
10. Select a departure city and the location to which you will return. You can enter the number of personal days.



11. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
12. Click *Next*. You will enter other expenses in the next screen.

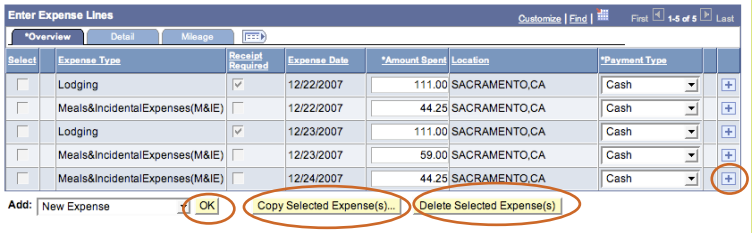


13. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (*Or, you can click on Continue to Expense Details Screen to enter all trip expenses on one screen).*



Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the Next Leg button or continue to the Expense Details screen to add expenses.

14. The Expense Details screen shows all expenses.
15. Click on OK or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.



16. TREX displays expense totals at the bottom of the screen.
17. Click on *Check for Errors*. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
18. Click on *Update Totals* to sum all expenses entered so far.
19. Click on the link *Personal Days and Meals Provided* to enter specific info
20. Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (*Save for Later* first).
21. Click on the *Select Approver* button to identify the approver for the ER.
22. If arranging for someone, click *Submit for Certification* to send the ER to the traveler, otherwise click on *Finish and Submit*.